

LOCAL OPERATING PROCEDURES
OFFICE OF THE IMMIGRATION JUDGE
LOS ANGELES, CALIFORNIA

Procedure 1. General

All matters shall proceed at the time and date scheduled for hearing. Parties shall be prepared to go forward with their cases at that time.

Procedure 2. Filing Procedure

All documents and applications shall be filed at the public window in the waiting room of the Office of the Immigration Judge during regular business hours as posted in the Office of the Immigration Judge or as otherwise ordered by the Immigration Judge.

In addition to complying with 8 C.F.R. §3.30, all documents and applications submitted for consideration by an Immigration Judge shall be two-hole punched at the top of the page with holes 2 3/4" apart. All exhibits and documents in support of a motion or claim shall be paginated and shall have as a first page a table of contents with page number identification. The use of exhibit tabs with letter designations is recommended.

Procedure 3. Motions for Change of Venue

In addition to complying with 8 C.F.R. §§3.19, 3.22(a) and 3.30, all written motions for change of venue shall contain the respondent's plea to the allegations and charge(s) contained in the charging document; the designation of a country in the event of deportation or a declination to designate such a country; the relief, if any, sought by the respondent; the date and time of the scheduled hearings before the Immigration Judge, and the name of the Immigration Judge if any hearings occurred prior to the filing of the motion to change venue.

Procedure 4. Withdrawal/Substitution of Representation

A. Withdrawal of representation shall be requested by a written or oral motion to withdraw addressed to the Immigration Judge to whom the matter is assigned or his/her substitute, setting forth:

1. The reason(s) for the request to withdraw;
2. That a good faith effort was made to find alternate representation for the client, reciting the specific efforts made, or that a list of legal services programs and organizations was provided to the client;
3. That the client was notified of the scheduled hearing(s) before the Immigration

Judge; of the necessity of appearing at such hearing(s); and of the consequences of failure to appear.

- B. Substitution of representation shall be requested by written or oral motion addressed to the Immigration Judge to whom the matter is assigned accompanied by a Form G-28, Notice of Entry of Appearance, completed by the attorney or representative to be substituted.

Procedure 5. Continuance of Individual Calendar Hearings

A request for a continuance of an Individual Calendar hearing shall be upon written motion supported by affidavit, or declaration under penalty of perjury, setting forth in detail the nature of the request and the reasons therefor. The motion shall include the date and time of the scheduled hearing, the alien's name and registration number, and the name of the Immigration Judge before whom the matter is set. The request will be rejected unless all required information is provided.

The request shall be filed with the Office of the Immigration Judge no later than fourteen (14) calendar days prior to the date of the scheduled hearing. A hearing on the request for a continuance will be held at 1:00 p.m. on the next business day following the day of filing. Failure to appear at the time and date scheduled will be deemed an abandonment of the request and result in the denial of the continuance.

This procedure does not apply to Master Calendar matters.

Effective date: January 11, 1988